

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, November 28, 2017

Meeting Time: 5:30 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman

Gerald Heimann - Excused

Tony Ruesga

John Perkins

Judy Swanson

Greg Pickett

Peggy Rolli, ADM

Jill Boelk, HRC

Christine Tabaka, FD

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:30 p.m. by Larry Ludlum, Chair. All Committee members were present with the exception of Gerald Heimann, who was excused.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved October 24, 2017 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Tony Ruesga, and seconded by Greg Pickett, to approve the October 24, 2017 meeting minutes as written. The motion carried unanimously.

Approval of Agenda –

A motion was made by John Perkins and seconded by Tony Ruesga, to approve the November 28, 2017 agenda as written. The motion carried unanimously.

Public Comment – None

**HR / Payroll Report – Jill Boelk
For October 2017**

Overtime Expenses were down in October, with October OT totaling \$7,488.95.

The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Family / Medical Leaves

- 1 - ADA Accommodation
- 1 – Intermittent FMLA Leave
- 1 – Non-Qualifying Leave

STAFFING (Oct. 25 – Nov. 28)

2 – New Hires

1 – Separation of Employment

1 – Status Change

Makenzie Brown	PT/CNA	Separation of Employment: 10/31/2017	Regular PT (.8) – CNA – PM Shift
Nicole Clawson	PT/CNA	Status Change: 11/2/2017	From Fill-in to Reg. PT (.6) – NOC Shift
Amber Landon	PT/CNA	New Hire: 11/13/2017	Reg Part-time (.6) – CNA – Days/PMs
Nicole Knebel	FI/CNA	New Hire: 11/13/2017	Fill-in–CNA–PMs – Wknds/Hol/Summer

Workman's Compensation January 1, 2017 – October 31, 2017

- 22 – First Report of Injury – No Reportable Time Off

95 Total Employees:

- 40 Full-Time
- 15 Part-Time
- 40 Fill-In Status

A motion was made by Tony Ruesga and seconded by John Perkins to approve the OT & Staffing as presented. The motion was carried unanimously.

Management Report –

A. Server Replacement – IT

Peggy reported that there are no new updates from IT regarding the server replacement.

B. Generator Regulations and Bids

Peggy Rolli reported that she checked with Jim Lange and we haven't received any formal bids. He keeps requesting them but we haven't seen anything yet.

C. Staff Hiring, Retention, Recruitment

Peggy Rolli reported that we are in need of nurses and CNAs. Peggy called the hospital to see if there were any part-time nurses that would want to fill-in hours here at the Manor. They had some resumes from the clinic. They had 5 nurse resumes that were not selected for their position. Jill Boelk followed up and called the applicants. We have 2 interviews setup out of the 5 applicants. Some of them aren't interested in a long term care setting. I was happy to get interviews scheduled and were hopeful. Peggy, Judy and Elaine attended the FOCUS conference and one of the breakout sessions was on creating quality jobs and retention for nursing homes. They focused on CNA fulfillment. Some of the challenges including in hiring and retention: wages, work ethic, generational differences, short term employee training and lack of applicants. It's really hard work and some are rigid and some staff don't want to be told what to do. The latest statistics show that there are 4.5 million CNA's to care for 8 million older adults. Low wages, insufficient training and lack of advancement are some of the reasons for the shortage. For retention: create quality jobs, it's not always the compensation and benefits but career advancement and support. In this respect I feel the Lafayette Manor is a good forerunner because we work well with students. We host clinical classes here for CNA's and nurses. We have Med Techs. Once they've completed their pharmacology segment of their courses we work with their school schedule so they can go to school and work part-time.

Why do people change jobs? This speaker said that 75% of people leave their job because of their direct supervisor. People don't quit jobs, they quit people. Some of the top drivers for satisfaction are resident to staff ratio, feeling respected, feeling valued, having a good relationship with supervisor and they want a job their proud of. I think we have a lot of that here at the Manor with the number of longevity staff we have.

One suggestion that I thought might be worth considering is to give all your staff a business card for the Lafayette Manor for recruiting and if someone applies and is hired then that staff person gets a small bonus of some kind. Christine alleged to this at last month's meeting also. This is a low cost way of encouraging and gets staff more excited about their jobs to get more people in.

Offer peer mentoring for 90 days. This helps relieve stress and burn out in a new employee and improves communication and retention by 50%.

Other suggestions were to pay time and half on Saturdays like we do for Sundays. Saturdays are when we have a lot of holes on our weekends. Consider paying for a nurse's education for a 3 year commitment. It's about \$10,000 dollars at Southwest Tech.

Judy Arn, DON stated that the nurses overtime hours from January 2017 through November 1, 2017 was 1170.25. This comes out to \$40,045.81 that the Lafayette Manor has paid out this year so far. From 1/1/17 to 11/1/17 the DON and ADON have worked extra hours totaling 309 hours. This is related to frequent holes in the schedule, sick calls, nurse that cannot work over or no coverage for the unit.

Lafayette Manor's base wage for RN's is \$25.12 per hour and PRN RN base wage is \$30.12 per hour. The Manor has paid out \$35,221.67 in PRN nursing wages and \$52,136.00 in agency nurse wages so far this year. From January 1, 2017 through today we've had 4 nurses that have resigned for different positions, one of these nurse's went from full-time here to full-time at a nearby nursing home. When asking her the reason for leaving she stated "I like the wage and I do not have the stress of having to stay over because of short staff". Medication Tech that graduated in June went to Monroe starting out at \$30.00 per hour. We have another medication tech I've been talking to and she is also going to Monroe starting out at \$30 per hour.

Total overtime and PRN nurse wages paid out so far this year is \$75,266.00. This is a total of 2291.00 hours.

Lafayette Manor Nursing Openings:

- 1 - Full-Time PM Shift
- 1 – Regular Part-Time (.6) – PM Shift
- 1 – Regular Part-Time (.6) – Night Shift

If Nursing wages were increased to \$28.12 per hour and we had a nurse covering all our shifts the overtime and prn nurse hours would be \$64,422.92. This would still save the Manor \$10,843.08.

Nearby Nursing Home RN Wages:

Orchard Manor – RN new graduate \$25.08 per hour

RN with experience \$29.16 per hour

Upland Hills – RN new graduate \$29.00 per hour

RN with experience \$32.00 per hour

Pleasant View Nursing Home – RN \$32.62 per hour

Charge RN \$37.59 per hour

Cuba City Epione – RN starting wage \$26.00/hour - Do consider experience and can offer more

Working with Southwest Technical College I have got clinical nursing students here every Friday. We are hoping to get a nurse from this group of students.

Mary Sue Neff, MDS Coordinator/Asst. DON stated that the staffing shortage is very frustrating and understands that a lot of nursing facilities need nurses but there has to be some way to get staff in here. We are just burning the candle at both ends.

Tony Ruesga stated that increasing the salary doesn't work all the time. Since we are a county owned facility it is hard to increase wages. It is hard to get support because we're always in the red. What do you suggest we do then, asked Judy Arn. Tony stated that we need to promote our benefit package. Our new HR department, once we get an HR person will work on this. He stated that there is no way that these neighboring facilities have the same benefits. We could up the wages but then employees will be paying more for their health insurance. You can't have both. Maybe we can get creative like with the referral program. I think we are very competitive on wage already. The thing we don't take into consideration is our benefit package. Larry Ludlum agrees with Tony. He stated we just increased the amount of vacation time for employees. Judy Arn spoke and said that this will create problems for us because we don't have the staff to cover the vacation time.

Peggy Rolli stated that we are now going to start running our own ads in the paper. Maybe we could put more in the ad regarding our benefit package and make it more appealing. Tony doesn't think 2 ½ positions should be hard to fill if you can get people to buy into the full package.

Larry Ludlum thanked Judy and Mary Sue for coming.

D. Waste Management Contract Hiring Report

Peggy Rolli reported that she did issue a letter of termination to Waste Management for our contract. It will save us \$3,021.72 by switching to Faherty.

E. Auxiliary Report

Peggy Rolli reported that the flooring that they Auxiliary committed to has been completed on the two end living rooms at the Manor. Maintenance installed the flooring and they came under budget at \$719 dollars. The Aquarium is pretty well completed. The Auxiliary still has to decide on donation amounts for the plaques on the fish.

F. Marketing Report -

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

November 2017

- Halloween photo
- Veterans Day photo
- Kudos Board photo
- Around Lafayette Manor photo

The Manor article that appears in the MHLC newsletter featured Steve Hird. Steve came to the Manor in July of 2017. He is a CNA.

G. Liability Insurance

Peggy Rolli reported that we do have a Directors and Officers insurance policy that does extend to the board members of the organization. As with anything in insurance it only extends to the parameters of what our DNO policy is intended to cover and does not exclude.

Revenue Analysis:

- Budget was set at 57, and we are currently averaging 56.35 residents in October.
- Revenue is below budget by \$289,868.

Expenses:

- Expenses are over budget by \$96,769.

Levy:

- Lafayette Manor has used all of the 2017 levy funds of \$291,796.

Net Income:

- Before levy is applied Lafayette Manor is at a loss of \$603,930.
- After all of 2017 levy funds are applied Lafayette Manor is at a loss of \$312,134.

A motion was made by John Perkins, and seconded by Tony Ruesga, to approve the Financial Report as presented. The motion was carried unanimously.

Audit of Bills – Presented by Christine Tabaka

Christine went over some of the submitted bills. Greg Pickett has a concern that Aegis Therapies was not on the list and it wasn't there last month. Christine said that she will look into this.

A motion was made by Tony Ruesga, and seconded by John Perkins, to approve the Bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for October 31, 2017:

October 31, 2017 Admission / Discharge Report	
Total Admissions	1
Total Discharges	1
Charges Report: Pay Source	
# of Days Medicare Part A	64
Medical Assistance	937
Family Care	200
Private Pay	464
Insurance	20
VA	62
Average Daily Census	56.35

A motion was made by John Perkins, and seconded by Greg Pickett, to approve the Utilization Report as presented. The motion was carried unanimously.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. Server Replacement - IT
2. Generator Regulations and Bids
3. Staffing, Hiring & Recruiting

Date of the Next Meeting –

The next regular Manor Committee meeting is scheduled for:

Tuesday, December 26, 2017

5:30 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Tony Ruesga, and seconded by Greg Pickett, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk

Human Resource Coordinator

JB/jrb